**TOM Module Coordinator manual**

***Format***

(You can use this format in a way that is practical for you. It is a tool to regulate and establish the module, so use only the parts that are useful from your perspective.)

Version: September 2016

Centre of Expertise in Learning and Teaching (CELT)

# Table of Contents

Table of Contents 2

1 Introduction 3

1.1 Timeline 3

2 Timetable information 5

3 Course information 6

4 Concept timetables 7

5 Final timetables 7

6 Arranging for student assistants 7

7 Opening OSIRIS registration 7

7.1 Registering Special Groups 7

8 Canvas 7

9 Exam Schedule 8

10 End of OSIRIS registration period 8

11 Participant list and exam information 8

11.1 student sickness notice 9

12 Grade Administration 9

12.1 Maintaining grade registration 9

12.2 Grade registration 10

12.3 Registration of additions 10

13 Module Evaluation (SEQ) 10

14 Teaching and Examination Regulations (TER) 10

15 Appendices 11

15.1 Contacts 11

15.2 Useful links 11

# Introduction

Since the introduction of TOM (Twente Educational Model) in September 2013, module-based education is used in the Bachelor's programmes. Every quarter is based on a module that is supervised by a module coordinator. The module coordinator is appointed by the programme and is formally the module examiner as well.

This manual has been drawn up for the most part by Eline Marsman and was originally drawn up for the Faculty of Science and Technology module coordinators. The programme-specific components have been removed so that it can be used as a format for all programmes.

The manual was drawn up to clarify the tasks and responsibilities that come with the role of module coordinator. It will focus mainly on the activities that must be performed in cooperation with the Office of Educational Affairs (BOZ). See appendix 15.1 for an overview of contacts.

A timeline was drawn up to provide an insight into the activities and events that occur for a module in collaboration with BOZ (see 1.1 below). The events on this timeline will be explained in order one by one.

*Important: If it is not possible to provide information in time, then please inform the person requesting the information.*

*For the exact dates, check the 'Onderwijsprotocol'* (Educational Planning Protocol) *(in Dutch only) that can be found in your employee portal: Administrative applications 🡪 Backoffice applications 🡪 (For employees) 🡪 Pro-ces 🡪 Procedure 🡪 Protocol 🡪 Protocol Ondewijsplanning 1617*

## Timeline

|  |  |  |
| --- | --- | --- |
| **When?** | **Event** | **Reference** |
| 14 weeks before start of module | Timetable information is requested by the timetabler. | *See p.*  |
| 14 weeks before start of module | Course information is requested by key user. | *See p.*  |
| 6 weeks before start of module | Concept timetables are provided. | *See p.*  |
| 4 weeks before start of module | Final timetables are published. | *See p.*  |
| 6 weeks before start of module | Arranging for student assistants. | *See p.*  |
| 4 weeks before start of module | Registration in OSIRIS is opened. | *See p.*  |
| 2 weeks before start of module | The Canvas course is completed. | *See p.*  |
| 2 weeks before start of module | Exam schedule is determined and published on MyTimetable. | *See p.*  |
| Start of module | End of OSIRIS registration period. | *See p.*  |
| 2 weeks after start of module | Lists of participants and information on exams are received. | *See p.*  |
| 1.5 weeks after end of module | Sending final grades to the Written Exam Office (Tentamenbureau) or setting them yourself in Osiris. | *See p.*  |
| End of module | UT survey regarding the module (SEQ) | *See p.*  |
| End of module | Evaluation from own programme. | *See p.*  |
| 2 weeks after end of module | Final module grade must be known to student. | *See p.*  |

#

# Timetable information

Timetables are drawn up every quarter instead of every semester. The timetabler requests the timetable information about fourteen weeks before the start of a module. An appointment is scheduled between the timetabler and module coordinator for which a questionnaire is sent in advance of the appointment that contains questions regarding the required timetable information. The module coordinator is the point of contact for the timetabler. All contact regarding a module's timetable goes through the module coordinator. This means that before the meeting with the timetabler takes place, the module coordinator must have had sufficient contact with the teachers involved in the module regarding the education to be scheduled.

It is important to take the following points into account for the module's timetable:

* How many students are expected? Apart from the regular students, there could be more students that choose to do the module (pre-Master's programme, students from other programmes that do part of the module).

*This is important with respect to reserving rooms with sufficient capacity.*

* Are there any group-based activities? How big are these groups?

*Before the timetable can be drawn up, the groups must be identified. Is it important, for instance, that project groups can request a group timetable? Especially practice-oriented modules work with group timetables.*

* Which type of educational activity does it concern?

*Different teaching methods require different classrooms.*

* What is the term of the educational activity?

*Does it concern, for example, an activity of two class hours; does it take the entire morning or afternoon?*

* Are there any specific room requirements?

*It is possible to indicate room requirements. For example, the option of recording a lecture, large boards (whiteboard/blackboard), etc.*

With all the required information, the timetabler can start designing a concept timetable. The module coordinator can also propose a concept timetable. However, some restrictions must be taken into account:

* The timetable is based on the academic calendar (see appendix 15.2 for a link to the academic calendar).
* The academic hours must be respected (see appendix 15.2 for a link to the academic hours).
* The mathematics course of learning takes precedence.
* Exams begin at 08:45 (first hour of classes) or 13:45 (sixth hour of classes)
* Exams cannot take longer than three full hours.
* Additional time for students with a special provision is 25% of the exam time.
* There have to be at least five (working) days between the exam and the resit.
* No rooms will be reserved for unsupervised self-studying and project work. Students can reserve their own project rooms for this through Webroombooking (see appendix 15.2 for a link).
* No education must be planned on the same days as the following events: Open Days (Bachelor's programme), Education Day, Opening Academic Year, New Year's Assembly, Minor market and faculty event days.
* As a compensation for the vacation days, the fourth quarter has eleven instead of ten educational weeks.
* The Executive Board determines the days and/or half days on which there is no education. The timetabler has the appropriate information.

For further information, you can contact the timetabler.

# Course information

There are similarities between the information requested by the timetabler and the information requested by the OSIRIS key user. It is important that the information is provided to both parties in a clear manner to avoid any confusion.

Whereas the timetabler works on collecting information for planning purposes, the OSIRIS key user works on collecting information regarding the module content so it can be processed in OSIRIS. The collected course information is used to create a module code for the module in OSIRIS. The module coordinator is the point of contact for the key user.

Two types of forms are used by the key user for collecting the course information:

* For a new module: about fourteen weeks before the start of the module, a blank course information form is sent on which the module coordinator must fill out all required information;
* For an existing module: if a module has been taught before, the current entry in OSIRIS will be exported and sent to the module coordinator. The module coordinator can check the entry and pass on any changes.

*For specific changes, a new module code will have to be created. This could apply to, for instance, a change in name, weighting, minimum requirements.*

The following information is *at least* required to create a module code:

* Name of the module
* Block of the module (1A, 1B, 2A, 2B)
* Exams: including weighting and minimum grade
* Teaching methods: at least one teaching method must be provided. If no decisions have been made as to the teaching methods, then 'other' can be entered as the teaching method.

Apart from this information, the following information is required for the formation of the course catalogue:

* Learning objectives
* Description of the module's content and corresponding module components
* Language: for both education and examination
* Required prior knowledge
* Mandatory and recommended study materials
* The teachers involved

It is important that the information that will be provided to the key user is considered thoroughly and in time. Once the information has been provided and the course has been set, only minor alterations can be made to the entry. The name of the module and the module components that will be tested in particular must be provided correctly. These will be stated on the diploma supplement upon the student’s graduation.

*For example: names like 'module 1' and 'exam module component 1' do not provide information on the programme the student completed.*

It is important that the key user receives all required information. If this is not the case, then the course cannot be recorded, the students will not be able to register for the module and it will not be possible to create a Canvas site.

The key user passes on the created module code to the module coordinator. The module coordinator together with the key user must ensure that the module code is recorded correctly and in time. The created module code must correspond with the code that is used in the timetable and on the Canvas page.

For further information, you can contact the OSIRIS key user.

# Concept timetables

The concept timetables will be published six weeks before the start of the module. The timetabler will send an email to the module coordinator the moment the concept timetables can be viewed. Concept timetables can only be accessed by employees; students cannot view the concept timetables. In order to view the concept timetables, you need to log in. The module coordinator will have a week to view the concept timetable and deliberate with the teachers involved to see whether the concept timetable meets the requirements. Again, the module coordinator is the timetabler's point of contact.

When viewing the concept timetables, makes sure the reserved rooms meet the requirements for the education to be provided. Appendix 15.2 contains a link to the web page of the Facility Service Centre that shows information on the rooms; the concept timetable also contains links.

Check whether the exam hours are scheduled to your wishes. The scheduled exam hours are communicated to the Written Exam Office by the timetablers. The Written Exam Office will use the scheduled exam hours to calculate the additional time students with dyslexia require and communicate the hours to any external supervisors.

# Final timetables

Four weeks before the start of the module, the final timetables will be completed according to the ‘Onderwijsprotocol’ (Educational Planning Protocol). This will be communicated by means of a post in the employee and student portal.

Completion of the final timetables means that they can now also be accessed by students.

# Arranging for student assistants

*Procedure depends on the programme.*

# Opening OSIRIS registration

Four weeks before the start of the module, registration for the module is automatically opened. The condition is that the key user has received all required information and that the course is recorded.

A student must register for a module in OSIRIS in order to take the courses in the module. The student will then automatically be registered for the corresponding Canvas course. This means that students can no longer register for a Canvas course without first registering in OSIRIS. Thus students are prevented from forgetting to register in OSIRIS and asking permission to be registered afterwards.

## Registering Special Groups

Apart from the students that take the regular educational programme, other student groups (for instance, pre-Master's programme students) can also participate in the module. Students that fall under these 'special groups' do not (always) do the entire module, but only a part of it.

*Procedure depends on the programme.*

# Canvas

The Canvas course will become available two weeks before the start of a module. The Canvas course can only be opened if the course is recorded in OSIRIS. This means that the Canvas course can only be used if all course information has been received and entered by the OSIRIS key user.

# Exam Schedule

According to the Education and Examination Regulations (in Dutch: OER), the exam schedule must be available two weeks before the start of the module. The exam schedule must be set by the programme board.

*Whether or not − and how − the exam schedule is communicated to the students depends on the programme.*

# End of OSIRIS registration period

At the start of the module, registration for the module is automatically closed. This means that students can no longer register in OSIRIS and, as such, for the Canvas course.

At the start of a module, a list can be generated from OSIRIS containing the amount of participants and their names.

Should it turn out that students forgot to register at the start of the module, then they can report this to BOZ. BOZ can register the students manually.

# Participant list and exam information

The timetabler is responsible for scheduling the exams. The key user is responsible for the information regarding examination in OSIRIS. The Written Exam Office is responsible for organizing the exams. At the start of the module, the module coordinator receives separate participant lists for all module components from the Written Exam Office. These lists are used to register the students' results per module component.

The list of participants provided by the Written Exam Office are generated by OSIRIS and are overviews of the students that registered for the course (=module).

Every list of participants contains the information as stated in the image below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | MODULE CODE |  |  |  |  |
| **Name** | NAME OF MODULE |  |  |  |  |
| **Study year** | STUDY YEAR |  |  |  |  |
| **Exam** | EXAM NO. FROM OSIRIS | NAME OF MOD. COMPONENT |  |  |
| **Block** | QUARTER |  | **Result scale** | 1-DEC |  |
| **Opportunity** | 1ST OR 2ND OPPORTUNITY |  |  |  |  |
|  |  |  |  |  |  |
| **Student Number** | **Name** | **Exam date** | **Result** |  |
| INFORMATION OF REGISTERED STUDENT | FILL IN | FILL IN |  |  |

Two weeks after the start of the module, the Written Exam Office provides the lists of participants for the first exam opportunities. In case of resits in the module, the Written Exam Office will not be able to provide a list of names for these, because the Written Exam Office has no idea of the number of students that will take a resit. In order to arrange a room with the right size and the right amount of copies (assignment stating the OFI number), it is important that the Written Exam Office is provided with the number of participants for resits. In addition, participant names are important, as they allow the Written Exam Office to see whether any students entitled to additional facilities (e.g. additional time) are participating in the resit.

Based on the results, the teachers can estimate the number of students that will take the resit/repair and pass this information on to the Written Exam Office. It is rare that students take a resit if they have already passed an exam.

From September 2014 onwards, the Written Exam Office provides additional facilities for students with disabilities for all scheduled exams (except exams in the evening). Students entitled to additional time and A3 (increased page size) will take the exam in the same room as their fellow students and will have a maximum of 25% additional exam time. The list of participants provided by the Written Exam Office shows the module coordinator and teacher which students are entitled to which facilities. The students entitled to additional facilities have a facilities card. This card proves that they are entitled to a specific facility.

In case of a calamity and for the provision of exams for students with disabilities who take the exam at a different location, the Written Exam Office must be in possession of a digital copy of the exam (preferably PDF) five days before the exam date. Should a teacher not be able to provide the exam in time, then the teacher must contact the Written Exam Office. By mutual agreement, the exam can be provided later (up to a maximum of two working days before the exam).

## student sickness notice

*Procedure depends on the programme.*

# Grade Administration

## Maintaining grade registration

The module examiner is appointed by the examination board; the module coordinator is also usually the module examiner. The module examiner is responsible for the collection and maintenance of the grades achieved by the students in the module in question.

If grades are also communicated to students through Canvas, then this can be done through the Canvas Gradebook; it is also possible to upload a PDF document listing the student numbers and grades achieved. Due to privacy concerns, mentioning student names in these PDF files is not recommended. The grading term of an exam is no longer than ten working days. This means that the exam's result must be known to the student no later than within ten working days after the exam.

*Important:*

* *If the module takes place in the fourth quarter of the first year, then take a maximum grading term of five working days into account. This reduced term is due to the calculation of the binding recommendation (in Dutch: Bindend Studieadvies: BSA).*
* *When the resit opportunity follows shortly after the original exam, then take into account the fact that the students are entitled to a preparation term of at least five working days.*

##  Grade registration

### Via the Written Exam Office

The teacher or module coordinator in question (*depending on the programme*) must provide the final grades of the module components to the Written Exam Office digitally as soon as possible, but no later than within two weeks after the end of the module. The provided lists of participants (see chapter 11) must be used for this.

When providing the lists of participants, the following must be taken into account:

* Only the final grades of the module components (component marks) must be filled in on the lists. Any component marks of module components (sub-component marks) can be maintained on personal (teacher’s) grade lists.
* The final grades of the module components (component marks) must be provided rounded off to one decimal place.
* The independent grade lists must be signed by the teacher. The signature can be a digital one.
* Do not use any formulas for the grades in the Excel file you will provide to the Written Exam Office. Otherwise, the lists cannot be loaded digitally and the chance of errors is increased.

## Registration of additions

For the provision of grades for a repair/resit of a module component it is important that the following be provided with a (digital) signature of the teacher:

* the module code;
* name of the module component;
* student number;
* name of student;
* achieved result;
* date of the achieved result.

The Written Exam Office must be clearly told that this concerns an additional result that must be added below module results achieved earlier.

# Module Evaluation (SEQ)

The standard evaluation that is performed is the SEQ (Student Experience Questionnaire), which is sent by QUEST to the students registered in OSIRIS after every module. This questionnaire can be added to by means of additional question sets (see appendix 15.2 for a link to these question sets). The questionnaire results (including answers to open questions) are sent to the module coordinator, programme coordinator, programme director and quality assurance coordinator.

*Other evaluations may apply depending on the programme.*

# Teaching and Examination Regulations (TER)

Before the start of every study year, Education and Examination Regulations (in Dutch: OER), consisting of a general and a programme-specific part, are determined by the dean. The general part applies to all University of Twente programmes. The OER and the examination board regulations contain all rules that relate to the education and thus contain a lot of information important to students. The OER can be found *depends on the programme*.

# Appendices

## Contacts

|  |
| --- |
| **Contact information** |
| *Name* | Programme director | *email address* |
|  | Programme coordinator |  |
|  | Study adviser |  |
|  | Quality assurance coordinator |  |
|  | Pre-Master's programme coordinator |  |
|  | Educationalists  |  |
| Timetabler *faculty* | Scheduling education |  |
| Key user OSIRIS *faculty* | Course information, creating codes |  |
| BOZ *faculty* | Programme administration |  |
| Written Exam Office *faculty* | Exam organization and grade processing |  |
| Blackboard *faculty* | Blackboard support, setting up Blackboard courses |  |

##  Useful links

|  |  |
| --- | --- |
| OSIRIS Course catalogue | <https://osiris.utwente.nl/student/OnderwijsCatalogus.do>  |
| Timetables | <https://rooster.utwente.nl/>  |
| Canvas | https://canvas.utwente.nl/ |
| Webroombooking | <http://wrb.utwente.nl/>  |
| Canvas tools and info | https://www.utwente.nl/en/educational-systems//  |
| Academic calendar | <http://www.utwente.nl/ces/planning-roosters/jaarplanning/jaarcirkels/>  |
| UT academic hours | <https://www.utwente.nl/ces/planning-roosters/collegetijden-tentamentijden/> |
| Overview of UT classrooms | <http://www.utwente.nl/fb/diensten_abc/algemene_bestanden/Collegezalen/>  |
| Timetable information | <http://www.utwente.nl/ces/planning-roosters/>  |
| Osiris Teacher | <http://www.utwente.nl/onderwijssystemen/onderwijssystemen/osiris/handleiding/Docent/>  |
| Module evaluation (SEQ) | <https://www.utwente.nl/ces/celt/toolboxes/quality-evaluation-accreditation/quest/> |